



**Oak Tree**  
Primary School

Oak Tree Primary School is seeking a

Teaching Assistant



[dmat.education](https://dmat.education)



## Welcome from our Oak Tree Headteacher

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Oak Tree Primary School is looking to appoint a dedicated and committed individual to join our team and support our school and community. This is an exciting opportunity to contribute to the success of our pupils and staff.

We are proud to have recently joined Durrington Multi Academy Trust (DMAT), a group of schools committed to high standards and continuous improvement. Being part of DMAT means access to shared expertise, resources, and professional development opportunities across the Trust, enabling our staff to grow and stay at the forefront of educational practices. DMAT is focused on creating inclusive, high-performing schools where both staff and pupils can thrive.

At Oak Tree Primary, we value high-quality teaching and we are committed to fostering a positive and nurturing environment. The successful candidate will play an important role in supporting the smooth running of the school and ensuring the best outcomes for our pupils and community.

Our school has a collaborative team culture, with access to professional growth opportunities as part of DMAT. The school's local committee and Parent-Teacher Association (PTA) provide additional support, helping to ensure the

school continues to thrive and meet the needs of its pupils, staff, and families.

You will enjoy being busy and working across different work streams. 'Team' runs through all that we do and in busy times 'everyone mucks in' to support one another.

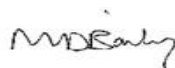
Oak Tree Primary is proud to offer excellent facilities, including large school grounds with outdoor spaces for forest school, an allotment, and an environmental area, supporting learning beyond the classroom.

We place a strong emphasis on building positive relationships within our school community, creating a welcoming and supportive atmosphere for all.

To discuss the role further please contact [office@oaktreeprimary.co.uk](mailto:office@oaktreeprimary.co.uk)

We look forward to hearing from you.

Kind Regards,



Miss D Bailey



# The Role

## Teaching Assistant

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### Salary

**Responsible to:** Headteacher and Leaders

**Salary Grade:** Grade 3 SCP 4 – £24,404 Pro rata actual salary £15,972.32

**Hours:** 28.75 hours per week

**Contractual:** Term time only + additional INSET days as requested. Permanent post

### What is the purpose of this role

- Be able to implement and uphold school rules and ethos; being an excellent role model providing high-quality support for the children and teachers
- To be responsible for safeguarding and prioritising the welfare of children
- Ensure that pupils are active participants in their learning and achieve excellent outcomes
- Make a positive contribution to pupil well-being, staff teams and school life
- Be committed to your own professional development and actively seek out opportunities to expand your role specific knowledge

### Main duties

#### Teaching Assistant Responsibilities

- To assist in the learning environment by working with either individuals or small groups of children under the guidance of Teachers and Leaders. The Teaching Assistant will report back to the Teacher about the pupil's progress.
- To work effectively as a team member contributing fully to all aspects of school life.
- To ensure that there are positive relationships between adults and adults/children, and that, if help is needed to establish/maintain positive relationships, then this is sought from the Senior Leadership Team.
- To carry out observations, assessments and maintain records of children's progress and work where appropriate/as directed by the Class Teacher or Line Manager.
- To carry out assessment tasks assigned by Teachers in order to monitor the children's development.
- To show care and concern for all the children in school. Duties will include administering First Aid, changing and cleaning them if necessary, and being concerned for their general

welfare or responding to children's specific needs (in accordance with the Intimate Care Policy).

- To uphold our strong behaviour policy and to treat children fairly and with respect, in compliance with the ethos and values of Oak Tree Primary School.
- To adhere, be familiar and stay up to date with all key school/ Trust policies including Safeguarding, Confidentiality, Teaching & Learning, Behaviour, AfL feedback, and Whistleblowing.
- To work in partnership with, and establish supportive and professional relationships with all adults within the school community, and reflect the partnership between home and school that is considered essential at Oak Tree Primary School.
- To cover breaktime and lunchtime duties as instructed, supervising the children to ensure their safety and wellbeing, both emotionally and physically, and helping children to enjoy the experience and develop their social and play skills.
- To support the service of hot meals at lunchtimes as requested
- To attend regular year group meetings and / or training sessions to develop knowledge and understanding of the job
- To keep the Leaders and Class Teacher aware of any problems, issues and concerns s/he may have.
- To handover any essential information to supply or cover teachers about children in their class. Where Teaching Assistants work in job shares, they must be proactive in maintaining a smooth transition throughout the week.
- To ensure that school security and Health & Safety rules and regulations are upheld at all times by reporting issues to the Site Team or Leaders
- To be involved in all aspects of school life, and play a valuable and supportive part in ensuring that the children at Oak Tree Primary School are settled and happy
- To be a positive ambassador of the school and its role in the community.
- To continue to develop practice through feedback and our appraisal process
- To participate in the implementation and delivery of educational programmes and monitor the progress of groups of pupils or individuals.
- To undertake any duties which may be reasonably allocated by Leaders appropriate to the role to ensure the smooth running of the school.
- To assist Teachers in general administration of the classroom by photocopying, covering, checking equipment and mounting and displaying of children's work.
- Attend professional development sessions as recommended by the SENCO or other senior staff.

#### **Other Duties**

- Establish effective working relationships and set a good example through presentation and personal and professional conduct.
- Demonstrate a commitment to keeping children and young people safe by adhering to our safeguarding and child protection policies.

## Candidate Specification

Attributes	Essential	Desirable
<b>Physical &amp; Sensory</b>	<ul style="list-style-type: none"> <li>• Ability to work under pressure and manage time effectively</li> <li>• Demonstrate robustness and resilience</li> </ul>	
<b>Qualifications/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of English and Mathematics educated to C and above at GCSE level or equivalent.</li> <li>• Working knowledge of Basic computer programs (Word, Excel)</li> <li>• Understand and apply when confidentiality is required</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the National Curriculum and GCSE specifications.</li> <li>• A levels/degree</li> <li>• IT qualifications</li> <li>• First Aid Qualifications</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Having worked with young people of school age</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school/ education setting</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willing to undertake professional development and share your learning with colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• If you do not have a valid first aid certificate, training will be provided.</li> </ul>
<b>Circumstances - Personal</b>	<ul style="list-style-type: none"> <li>• Proven willingness and capacity for hard work</li> <li>• A personality to merit the respect of pupils and to encourage them</li> </ul>	
<b>Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• The ability to develop learning resources to enable pupils with specific learning needs to access course content and achieve their personal best</li> <li>• Highly motivated, clear thinking and principled</li> <li>• Committed to equality of opportunity</li> <li>• Able to manage time effectively</li> <li>• The ability to effectively engage young people</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of young children's learning needs, how to question pupils to assess knowledge and progress</li> </ul>

All the above identified through application form/ interview / interview tasks/ reference and certificate checks

## Safeguarding

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Durrington Multi Academy Trust is committed to the safeguarding and wellbeing of all our students and staff. It is a core expectation of every member of staff to safeguard the wellbeing of every child and young person within the Trust. Staff are supported through regular training and are expected to adhere to the Trust's Safeguarding and Child Protection Policy at all times.

In addition to the statutory pre-employment checks, this appointment will be subject to an enhanced DBS check, a safeguarding background check and interview.

Durrington Multi Academy Trust is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Durrington Multi Academy Trust in terms of education, opinions, culture, ethnicity, race, sex, gender identity and expressions, nation of origin, age, languages spoken, colour, religion, disability, sexual orientation and beliefs.

## How to Apply

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Applicants must complete the application form and return it, alongside a personal statement. Please include the following, maximum 2 sides:

- Why you would like to be appointed to the role of Teaching Assistant at Oak Tree Primary School.
- Skills experience and impact you have had in role and how the impact and experiences you have had make you a strong candidate.
- What you would bring to Oak Tree Primary

Applications via online application form; [https://form.jotform.com/Durrington\\_MAT/application-form-non-teaching-post](https://form.jotform.com/Durrington_MAT/application-form-non-teaching-post)

**We welcome conversations about the post, school and Trust. Please contact [office@oaktreeprimary.co.uk](mailto:office@oaktreeprimary.co.uk) or 01444 233368**

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